

**PAC GENERAL MEETING
SEPTEMBER 24, 2008**

PAC Exec in attendance: Jane Andrew, Fiona Avakumovic, Pia Gant, Rhylin Bailie, Anne Deliyannides, Anita Gartner, Shannon Kaustinen, Keith Chong, Zena Kwan, Jen Mezei, Denise Hayhurst

Meeting Commenced 7:05pm

**ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES FROM
JUNE 18, 2008 AGM**

- Minutes were approved: Fiona Avakumovic 1st – Denise Hayhurst 2nd

INTRODUCTION OF PAC EXECUTIVE

- Rhylin introduced the new PAC Executive for the school year 2008/2009.
 - ❖ Chairperson – Rhylin Bailie
 - ❖ Vice Chair - Anita Gartner
 - ❖ Treasurer - Shannon Kaustinen
 - ❖ Secretary – Anne Deliyannides
 - ❖ DPAC Representative (District PAC) - Jen Mezei
 - ❖ CPF (Canadian Parents for French) – Fiona Avakumovic
 - ❖ Past Chair – Jane Andrew
 - ❖ Members at Large- help out as needed - Zena Kwan, Pia Gant, Denise Hayhurst
- SPC (School Planning Committee) – Own Committee – not a subcommittee of PAC:
 - ❖ Pablo Su
 - ❖ Jen Mezei
 - ❖ Jane Andrew

CLASSROOM COMBINING – MS. BOULANGER

- PAC Teacher Liaison is Ms. Jennifer Boulanger
 - ❖ Ms. Boulanger is a Grade 4 Teacher
 - ❖ Ms. Boulanger has been teaching in Burnaby for over 20 years
 - ❖ Ms. Boulanger will not be at every PAC meeting
 - ❖ Rhylin and Ms. Boulanger will talk on an ongoing basis so that they will each be informed about what's happening around the school
- Ms. Boulanger started her talk by mentioning that it has been very stressful at school for the first few weeks.
- There has been a lot of classroom shuffling at the beginning of this school year (at least twice).
- Last week there was still movement in classroom organization.
- Because there was so much classroom reorganization there has been no time for teachers to get into the “meat of teaching”.

- It was suggested that those at the PAC Meeting should share information regarding the procedures on classroom organization (handout was given).
- By June teachers have a good idea as to where the children will be placed in the next school year – this is very common across the province
- Often at intake meetings parents realize that their children are quite different at school than they are at home.
- The mandate from the Ministry is that each classroom should have maximum of three designated students in each class, i.e. – students may have learning needs/autism/special needs/ physical needs/learning needs. These children will have received their designation from The Ministry of Education.
- This does not include ESL students.
- There is fair distribution of children that make up each classroom - if there is a full class school needs to take into consideration the children's various learning needs – i.e. – teaching style – some children do well with very structured teaching while others need more freedom.
- Some children may not have severe enough special needs to be considered designated – The Ministry usually tries to designate children as little as possible as this saves money.
- School tries to cluster ESL students so that there is less disruption to the various classrooms - as easier to pull a group from one classroom rather than several.
- The children that are gifted/accelerated (those needing more challenges in the classroom) are taken into consideration as well.
- As well those who may need counseling support i.e. – emotional, social or family are taken into consideration when assigning classrooms for the students.
- As well children who need speech language therapy one day a week need to be fairly distributed as well.
- Children with auditory needs are taken into account as well.
- Specialty teachers, i.e. ESL teachers and speech language therapist come on certain days.
- Teachers make sure that the children are serviced with minimal disruptions to the classroom and not during physical education, arts, etc. as the children enjoy these programs and don't want to miss out.
- School tries to leave room in the classes for new students with designations, or current students who are awaiting designations.
- Fair distribution of gender is also considered.
- School also tries to separate children who have an ongoing problem with each other, i.e. they have friction or may be easily distracted by one another.
- Class "leaders" are also disturbed in different classrooms; this gives all children an opportunity to be a leader.
- Parental input is considered if it will impact their child's educational needs – this does not include your child not having friends in their class. Often children will only play with each other if they are in the same classroom or same grade – Seaforth tries to get children not to label their friendships in that way – but to make friendships beyond grade or classroom.
- Every single classroom teacher sees children in the classroom with a wide grade range. Children in a grade 4 class will have reading abilities ranging from grade 2 to grade 6, math abilities ranging across a number of "grades," etc.
- Regardless as to whether children are in a split class, they will learn at their own speed.

- No matter what classroom a child is placed in they will be pushed to be best they can be.
- Teachers know their curriculum and get the curriculum needs met – even if the children are in a split class.
- Teachers at Seaforth often “buddy up” - meaning they teach together.
 - ❖ In the primary classes fitness is done once per week with two classes in the gym at the same time.
- Seaforth is split:
 - French immersion 1/3
 - English 2/3
- Mrs. Boulanger’s handouts have been posted to the PAC bulletin board.

PRINCIPAL’S REPORT

Booster/Car Seats

- As of July 1st the Government has made changes in terms of booster/car seats.
- This has a large effect on how children are transported on field trips:
 - ❖ if a child is under 9 years of age or under 4 feet 9 inches or if they are less than a certain weight they need a booster seat
 - ❖ this will affect primary school children and some Grade 4s
- When a field trip form is sent home parents need to let the school know whether their child needs a booster/car seat and if so parents need to provide a booster/car seat so that their child may then attend the field trip – if a booster/car seat is not provided the child won’t be able to go.
- The expectation is that the child will come to class with a booster/car seat.
- The school will not purchase booster/car seats for general use as this would be a liability (that is why it is up to the parents to provide).
- If a booster/car seat is provided the booster/car seat can not have special latching, hooks, etc.
- School buses are exempt to this law.
- Parent volunteers are required to help out with field trips.
- Cost of buses has increased tremendously and Seaforth does not have capacity to rent buses for every school trip.
- PAC provides money – and school decides which field trips need a bus provided.
- Sometimes parents are asked to provide money for a field trip if a bus needs to be rented:
 - ❖ This however can add up - don’t want to charge families all the time for buses
- High schools usually do own their own buses, elementary schools do not.
- The school budget does not allow for the school to own a bus even if it was given to us because the insurance can be very expensive.
- Using the sky train is a good option because we are so close:
 - ❖ teachers telephone BC Transit on field trip day to ask them to attach an additional car to the sky train to accommodate the extra people

Family Photo Night

- Family photo night this year is October 14th and 16th from 5:00pm until 9:00pm
- These two nights have sold out quickly in the past.
- There is a 20 dollar sitting fee which the photographer gives back to the school as a fundraiser.
- The photographer will take your pictures and prepare several poses for your family.
- Great for Christmas presents/cards etc.
- Positive feedback from the families who have had their pictures taken – he does good quality work

Year End Assessments

- Next month Keith Chong will be at the PAC Meeting to present year end results on how Seaforth performed at the year end assessments.
- At the end of May all classes undergo school reading assessments – students will be tested on their reading comprehension.
 - ❖ in terms of reading this provides a good indication of whether a child has fully met the criteria outlined, if they have exceeded expectations or if they have not met expectations
 - ❖ Keith looks at trends compiled year to year
 - ❖ last year it was suggested that French and English results should be separated (Keith has done this).

Physical Activity

- Ministry has asked that all schools engage the students in a minimum of 30 minutes of daily physical activity.
 - ❖ This is not to be mistaken for PE (physical education) which is part of the curriculum
- The challenge with this is:
 - ❖ we have only one gym for over 500 children – whereas Lyndhurst has one gym but only 100 children
 - ❖ the school needs to incorporate this into the school day without extending the school hours
- Seaforth has an agreement with Burnaby Parks and Recreation to use the gym and field at Charles Rummel once per week (two or three classes will be sharing the same time slot)
 - ❖ primary students will be on Monday
 - ❖ intermediate children will be on Friday
- Teachers are also doing physical activity in their classrooms as well.

CHAIRPERSON'S REPORT – RHYLIN BAILIE

Code of Ethics

- Code of ethics was signed at the Executive PAC Meeting.

Constitution

- The Constitution may be amended during the school year, with the changes brought to the PAC for approval
 - ❖ **Action Item – Unassigned - General PAC to approve if changes to be made**

Welcome Letter and Volunteer Form

- Welcome letter and volunteer form has gone out to parents:
 - ❖ have received lots of donations and responses
- For many years PAC has agreed to not do fundraising but to ask for donations instead
- Seaforth does have a couple of fundraisers:
 - ❖ Silent Auction/Parent Social which made approximately \$12,000 in 2007
 - ❖ Carnival which made approximately \$12,000 in 2008
 - ❖ Seaforth alternates between these two fundraisers from year to year
- Meishan, Shannon and Bonnie have volunteered to organize the Parent Social if you would like to volunteer for this.
- Fantastic way to meet people in the school and in the community

Playground

- Rachela Simon has moved on from Seaforth but is still waiting on a quote for the new playground equipment - hoping that this will be wrapped up soon.
- **Action Item – Unassigned - New playground coordinator is needed.**
- **Action Item – Shannon - Grant application that was sent to Shannon is due at end of November.**
- Specific questions need to be answered, i.e.:
 - ❖ how old is the playground equipment.
 - ❖ have we made a granting application – yes – but were denied.
- Was decided not to pull out old playground all at once but to replace bit by bit.
- Last year money was coming from two different places.
- **Action Item – Shannon - It was recommended to fill out an application form (amount may be for \$20,000) for funding for playground equipment – may be awarded to those who apply.**
- **Action Item – Jen and Shannon - Jen will help with application if Shannon needs**

Speakers

- Would like to have speakers attend PAC Meetings and also to present to parents and students of Seaforth.
- Saleema Noon is set to come in March to talk about sexual health at the primary and intermediate level.
- Barry MacDonald who talks about “boy smarts” may also come and speak at Seaforth.
 - ❖ Jen Mezei has looked into having him come.

- Another speaker that we are looking into coming to Seaforth is Joan Pinkus.
 - ❖ Joan will be talking about perfectionism and procrastination
- It was decided that perhaps speakers should not come during PAC Meetings but on separate nights to a) allow for a greater audience and potentially sharing the cost between more than one school and b) to ensure PAC meetings aren't too long – still need to get through the agenda even if there's a speaker.
- **Action Item - Jen – Jen will book separate date for boy smarts and perfectionism speakers**
- If anyone is interested in having other speakers come and talk at Seaforth please get in touch with Rhylin and/or Jen.

Forms to be Sent Out

- Newsletter is coming out on Monday.
- Photo Night Form will be going out soon.

Parking on Piper

- It was briefly discussed about the parking situation around Seaforth – however was decided that should be a topic of discussion at another time as is not PAC business – any issues regarding parking need to be brought to the City by the residents on the street

TREASURER'S REPORT – SHANNON KAUSTINEN

- PAC spends approximately \$20,000 per year – hoping to raise \$20,000 to offset this.
- Main sources of income during the year are:
 - ❖ hot lunch
 - ❖ parent social and/or carnival
 - ❖ gaming money (government grant)
- Have a few carry forward items this year – items that were approved by previous PAC Committee - funds not spent.
- This year PAC will have surplus money left over.
- Need a contingency buffer – can't let moneys run to zero - currently set at \$2500.
- PAC decides where money will be allocated to.
- Will have a budget sheet at every PAC meeting to show where we stand.
- Short term investing will be done with the money that we have.
 - ❖ this will accrue some interest on the money.
- **Action Item – Shannon - Shannon is drafting policy – will bring to PAC for approval at next meeting.**

CONTINUING BUSINESS

Various Committees – Keith Chong

- School Planning Committee had their meeting on Monday.
- Committee members are: Pablo Su, Jen Mezei and Jane Andrew.
- SPC is not a not a subcommittee of PAC – is its own committee.
- SPC is not a decision making body but oversees the performance of the school in relation to its school planning/meeting goals.
- The make-up of the committee is a bit political - decreed by government and is made up of five individuals, which includes:

- ❖ three parents - one of which is a voted PAC executive member
- ❖ a principal would also be on the committee
- ❖ a teacher representative, however, because of some political issues teacher representative at most schools is vacant
- One of the roles of the SPC is in regard to school organization.

Traffic and Safety – Pia Gant

- Seaforth and BCAA have set up a traffic safety program.
- Grade 6 and 7 students can volunteer to help out at the cross walk
 - ❖ each cross walk shift will have 3 or 4 students with one parent (a parent always has to be on shift at all times)
- Tomorrow afternoon, September 25th, BCAA will come and train the children to help out with the crosswalk.
- There will be a “Walk to School Day” October 9th – more information will be given at a later date.
 - ❖ students are encouraged to walk, bike ride, etc. to school
 - ❖ there will be healthy treats, stickers, activities sheets, etc. for those students that participate in the walk
 - ❖ there will be a walking school bus from Charles Rummel to Seaforth for those that live too far away to walk
- Traffic Safety Week runs from October 20th to 23rd
 - ❖ another Traffic Safety Week will run in the Spring
 - ❖ the students put up signs with rules for drivers and pedestrians to follow

French Book Fair

- Wendy Wong is the coordinator for the French Book Fair.
- There was around \$3,500 worth of books, posters, pens, etc. sold at the French Book Fair.
- This was the most successful French Book Fair to date.
- This year the book fair was from 2:00pm until 7:00pm.
- The book fair used to be held in the afternoon; however there were issues around this.
- **Action Item – Wendy - Another Book Fair is being organized for December.**

Health and Nutrition – Rhylin Bailie

- Adrienne Dall’Antonia is the coordinator of the Health and Nutrition Committee.
- **Action Item – Unassigned - Health and Nutrition Committee needs volunteers.**
- Big issue around getting food that is sanctioned by the government guidelines, i.e. “choose most often”, etc.
- Adrienne looks at web sites to determine if the foods we are selling at the school meet specific guidelines.
- Foods that are compliant with food standards, take into account:
 - ❖ fat content
 - ❖ sodium content
 - ❖ amount of fibre
- If you would like more information regarding nutrition policies please talk with Rhylin and/or Adrienne.

- Seaforth is fairly progressive and has chosen to comply with Government food standards.

Hot Lunch Committee - Cathy Nielson

- The hot lunch program has changed over the years:
 - ❖ used to be only pizza and hot dogs and now have five options to choose from
 - ❖ harder to sell items if they are a healthier option
 - ❖ used to have donuts/chips/sun chips but they do not pass health standards so now have apple slices, carrots, yogurt tubes, etc.
 - ❖ McDonald's qualifies because the portions are small
- Storage is a problem and a lot of food/drinks are stored at Cathy's home.
- Nineteen volunteers are needed for every hot lunch day.
- Need coordinators as well for each classroom – takes about 10 to 15 minutes to organize – simple but saves tonnes of time as opposed to Cathy doing it all herself.
- Cheques only now – cash will be returned.
- Suppliers for the Hot Lunch Program were in touch on Monday; forms went out for Tuesday and need to return to the school by Friday.
- Confederation Park School uses a supplier that serves a full meal - soup/salad/donuts that comply with health regulations – may have them come in for one day – we would supply drinks – Cathy to look into this

Disaster Preparedness – Keith Chong

- Seaforth is not very well prepared if a major earthquake happens.
- There has been a fence put up to the side of the portable – this will be where the earthquake container is going to be.
- The concrete was going to be poured today for the pad but because it was raining – needed to be postponed.
 - ❖ Container will contain:
 - Medical supplies
 - Generators
 - Food and water, etc.
- **Action Item – Unassigned - A search and rescue team needs to be set up for the missing or injured. Need volunteers to be part of the Disaster Preparedness Committee and also to volunteer in case of a disaster**
- Communication needs to be set up so that parents would know where to pick up their children.
- In some schools full fledged plans are already in place.
- Needs to be better security around school yard – as there will be supplies at Seaforth and there may be a tendency for the neighbours around Seaforth to gravitate to the school for help and supplies.
- First priority for the earthquake supplies is for the students that are at Seaforth.
- Hopefully within the first two to three hours parents would pick up their children at the school.
- Students need to be accounted for and then released to their parents – these students need to be checked off of a master list.
- Tarps and tents would be set up for those children not taken home by parents.

- Perhaps those neighbours nearby the school would be able to take in some of the children.
- Communication is also a problem during a major earthquake – lots of land lines and cell phones would not be working.
- Families should have an out of province contact in case of a major earthquake.
- How do we get a hold of parents to say that their child is all right – we need to train parents as to what to expect if there is an earthquake.
 - ❖ parents should not contact the school – as the school may need the phone lines to phone out
 - ❖ come and try and pick up your child if you can
 - ❖ if this is not possible then the parents needs to trust that the school will look after their child as best as they can
- Area where the committee needs some help is in the organization – will have draft of plan in place October 20th as committee will be meeting at that time.
 - ❖ the draft will be discussed
 - ❖ draft will be refined and presented in November at the PAC Meeting
 - ❖ if draft is approved then we need to approve the cost associated with setting everything up
- Need to decide what can be donated and what needs to be purchased for the earthquake container.
- Should be getting supplies in February and April.
- In May there will be a school wide practice going through the procedure if there is an earthquake.
 - ❖ this has never been done at Seaforth before as we have not had the resources to do so
- Cost of supplies could be anywhere from \$30,000 to \$40,000 (that is the estimate if we do not get discounts for supplies).
- According to the results of the survey parents are willing to donate supplies – however not asking for supplies until the plan is finalized.
- Container has not arrived yet.
- Jane has contact for the generators.
- There is an ongoing cost to replace food and water for the earthquake container – however the food and water will be used for Sports Day so will not be wasted.
- At this time the committee is just making sure that we have the basics to start the program – however every year we will be purchasing more and more supplies to ensure that the children will be as safe and comfortable as possible during this time.

CPF Report – Fiona Avakumovic

- Fiona is the representative for the Seaforth Chapter of CPF.
- This is a national/non profit organization.
- A newsletter is sent out five times a year that informs people what is going on locally and across the country with CPF.

DPAC Report – Jen Mezei

- Nothing to report for DPAC as the first meeting is on Monday.
- Every school that has over 500 students will have three DPAC Representatives

- There is more attendance at DPAC from high schools than elementary schools.
- Because there will be a new superintendent this year a lot of things are happening at DPAC.
- Seaforth purchased one ticket to attend BCCPAC Conference
 - ❖ one person will attend each day
 - ❖ workshops include cyber bullying, all day kindergarten, etc.
 - ❖ anyone who will attend BCCPAC will give a summary on the workshop that they attended – also if any handouts are given they will be photocopied and distributed
 - ❖ BCCPAC Conference runs from October 23 – 26th at the Hilton Metrotown in Burnaby
 - ❖ BCCPAC Conference will be held in Burnaby for the next five years.

BEFORE/AFTER SCHOOL CARE

- Seaforth does not have the facilities to provide before and after school care at this time

NEW BUSINESS

Seismic Upgrading

- Seaforth is not a high priority for seismic upgrading as it is single level building.
- More schools in Vancouver than Burnaby need seismic upgrading as they are much older
- Seismic upgrading will be done to Alpha School, Burnaby North, and Capital Hill.

Meeting Adjourned 8:43pm – Bonnie –1st/Meishan -2nd